

Subject: FW: CCA May Intercompany
From: Joan Noble </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FE57A613BB434CEEAA54C9046842317D-JNOBLE>
Date: 06/16/2017 11:12 AM
To: Lena Mulhall <lmulhall@ccala.org>

From: Marcus Lieber [mailto:Marcus.Lieber@armaninoLLP.com]
Sent: Friday, June 16, 2017 10:44 AM
To: Joan Noble <jnoble@downtownla.com>
Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>; Suzanne Holley <sholley@downtownla.com>
Subject: RE: CCA May Intercompany

Hi Joan,

The payment to Golden Boy for May's rent was \$22,011.36. It included base rent of \$23,297.36 plus current year operating expenses of \$138 and credits of \$1,176, from the reconciliation of 2016 operating expenses and \$248, for 1st quarter 2017 true-up of operating expenses. The payment of \$22,011.36 was allocated 52% to DCBID & 48% to CCA. All subsequent rent payments have been set-up as a recurring bill, automatically generated by mid-month, for the base rent of \$22,297.36 & a \$15 operating fee. Any ancillary charges that are reflected on the vendors statement that is sent out late in the month, are processed as a separate payment.

There were two payments processed to Office Water Pros in May, one through Bill.com & another as an ACH (please see attached). I'm not sure if CCA was double charged or if one of these fees should be allocated to a different period.

Thank you,

Marcus Lieber
Supervising Senior
Business Management

[Armanino LLP](#)
11766 Wilshire Blvd., Ninth Floor | Los Angeles, CA 90025
(310) 478-4148 x5794 main | (310) 703-1227 fax

From: Joan Noble [<mailto:jnoble@downtownla.com>]
Sent: Friday, June 16, 2017 9:55 AM
To: Marcus Lieber <Marcus.Lieber@armaninoLLP.com>
Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>; Suzanne Holley <sholley@downtownla.com>
Subject: RE: CCA May Intercompany

Hi Marcus,

I was reviewing, with Lena, the intercompany entries you sent for May and there are a few corrections:

1. **Golden Boy**- \$11445.91
Amount should be: \$12,127.63
Computation: \$23297.36 (Base Rent) + \$15 (Operating Expenses) + \$10 (1 Keycard) = \$23,322.36*52% (DCBID portion)= **\$12,127.63**
2. **Office Water Pros**--\$98.02
Amount should be: \$97.80
*I also noticed that there were two entries for Office Water Pros. It would really help if you put the service month on the description for easy reference and to avoid double entries in the future.

Please let me know if you have any questions.

Best,

Joan Noble
Staff Accountant
 DCBID-Lo

Downtown Center Business Improvement District
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017
Call: 213-416-7516 | Fax: 213-624-0858
Web: DowntownLA.com

From: Marcus Lieber [<mailto:Marcus.Lieber@armaninoLLP.com>]
Sent: Thursday, June 15, 2017 3:51 PM
To: Joan Noble <jnoble@downtownla.com>
Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>
Subject: RE: CCA May Intercompany

Hi Joan,

Please note that we have not yet completed the month end work for May, so there may be additional intercompany transactions.

Thank you,

Marcus Lieber
Supervising Senior
Business Management

[Armanino^{LLP}](#)
11766 Wilshire Blvd., Ninth Floor | Los Angeles, CA 90025
(310) 478-4148 x5794 main | (310) 703-1227 fax

From: Joan Noble [<mailto:jnoble@downtownla.com>]
Sent: Thursday, June 15, 2017 3:09 PM
To: Marcus Lieber <Marcus.Lieber@armaninoLLP.com>
Cc: Blake Oliver <Blake.Oliver@armaninoLLP.com>
Subject: CCA May Intercompany

Hi Marcus,

How are you? Any updates on the May in intercompany entries?

Best,

Joan Noble
Staff Accountant
 DCBID-Lo

Downtown Center Business Improvement District
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017
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Web: DowntownLA.com

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—image001.png



—Office Water Pros.png

A screenshot of a web-based accounting application titled "Central City Association". The top navigation bar includes links for Dashboard, Accounts (which is selected), Reports, Advisor, Contacts, and Settings. On the far right, there's a user profile for "Marcus Leiber" and various icons for account management. The main content area shows a "Reconciled transaction details" section. On the left, under "This statement line...", there is a table with one row: May 5, 2017, debit, OFFICE WATER PROS, 130.39. On the right, under "Has been reconciled with the following payments...", there is another table with one row: Date (May 5, 2017), Contact (Office Water Pros), Spent (130.39), and Received (130.39).

May 5, 2017	debit	OFFICE WATER PROS	130.39
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Date	Contact	Spent	Received
May 5, 2017	Office Water Pros	130.39	130.39

—Attachments:

image001.png	5.8 KB
Office Water Pros.png	46.7 KB
Office Water Pros.pdf	79.7 KB